

## EXECUTIVE CENTRE

### HOUSE RULES

#### PURPOSE

The purpose of these House Rules is to protect all occupants from annoyance and nuisance caused by improper use of the apartments, to promote maximum comfort and enjoyment of the Executive Centre (the "Project") and to protect the reputation and desirability of the Project. The responsibility for enforcement of these House Rules is delegated by the Board of Directors to the Managing Agent. All owners and occupants and their invitees shall be bound by these House Rules and by standards of reasonable conduct whether or not covered by these House Rules. The term "occupants," or "occupant" in the case of the singular, as used in these House Rules shall mean any person or entity occupying or otherwise using an apartment and shall include the owner of an apartment, the members of the owner's family living with the owner, including minors, and lessees or tenants under written or oral agreement with such owner. The term "invitees" as used in these House Rules shall mean any person or entity who shall enter upon the Project and/or an apartment pursuant to oral or written invitation, request, instruction or permission from an occupant and shall include agents (business or otherwise) guests and visitors and all others who may lawfully enter upon and use the Project and/or an apartment by, through or under an occupant.

#### A. GENERAL

1. All occupants and invitees shall observe these House Rules.
2. Occupants or invitees shall not require building employees to perform private or personal errands for them.

3. Occupants shall not require building maintenance personnel to do work in any apartment unless there is an emergency endangering other apartments or the common areas.

4. Occupants should inform the Managing Agent in advance of an expected delivery or repairman.

5. The Managing Agent shall not be required to allow anyone access to an apartment without written permission from the occupant.

#### B. OCCUPANCY AND USE

1. No apartment shall be used for any purpose which is unlawful under any local, state or federal law.

2. Occupants shall be responsible for their own conduct as well as the conduct of their invitees at all times. Occupants will conduct themselves in or about the Project in such a manner that their behavior will be neither offensive to other occupants and users of the Project nor damaging to any portion of the buildings, improvements, equipment or facility of the Project.

3. Any damage to the Project caused in any manner whatsoever by an occupant or an occupant's invitees shall be the responsibility of such occupant, and such occupant shall pay to the Association, upon demand, the costs and expenses incurred by the Association in repairing such damage.

4. No animals whatsoever shall be allowed or kept in an apartment or in any part of the Project; provided, however, that this prohibition shall not apply to the extent that it shall be in violation of any local, state or federal law.

5. Fish tanks, aquariums or any other vessels containing large amounts of water are not allowed in any part of the Project.

6. Water furniture is not allowed in any apartment or any part of the Project.

7. Flammable liquids such as gasoline, kerosene, acetone or any other volatile, flammable or explosive material shall not be brought on or into the Project.

8. The exploding of fireworks or any similar device anywhere in the Project is strictly prohibited. Violations of this rule will be immediately reported to the Honolulu Police Department.

9. All appliances and mechanical devices of the Project shall be operated only in the manner for which they are intended. Each item shall be kept clean and in working order at all times. Any malfunctions shall be immediately reported to the Managing Agent.

10. No sign, signals or lettering shall be inscribed or exposed on or at any window, wall or door of an apartment.

11. No antennas or other objects shall be attached to outside walls of any building or to the exterior of any door or window of an apartment.

12. Plumbing equipment, such as toilets, showers and garbage disposals, shall be used only for the purposes for which they were designed. Sweepings, diapers, rubbish, rags, and paper will be disposed of in the trash and not through the plumbing system. Damage resulting to the buildings or other apartments from such misuse shall be paid for by the occupant who caused it.

13. The Managing Agent may retain a pass key to each apartment. A lock may not be altered and a new lock may not be installed without giving to the Managing Agent a key for the new lock.

#### C. PUBLIC AREAS

1. All public areas, including, but not limited to, corridors, elevators, parking garage, lobby, pool, sauna and stairwells, are to be used for the purpose for which they were

designed and not as a lounge or a play area unless specifically designated as such.

2. No occupant or invitee shall place, store or maintain in the hall, lobby, stairwells, garage or any other public area any furniture, packages or objects of any kind, nor shall they obstruct transit through such public areas.

3. Invitees may be removed from any public areas if they are causing dangerous situations to occur or are violating the rights of others.

4. All furniture and other property belonging to the Project are to be used appropriately and treated with care and respect.

5. Horseplay, running, yelling, ball playing or other boisterous conduct shall not be permitted in any public area.

6. Occupants and their invitees shall not enter the lobby, elevators, corridors or any other public area unless appropriately clothed. Swimsuits or shorts without coverups shall not be permitted. Footwear of some type (shoes, slippers, sandals, etc.) shall be required in all public areas.

7. Bicycles, surfboards and similar bulky recreational equipment shall not be carried through the lobby or in any elevator except as freight in a properly padded elevator.

8. Littering of any kind is expressly prohibited.

9. Smoking, eating or drinking is not permitted in any elevator.

10. Smoking is not permitted in any part of the Project if doing so is in violation of any local, state or federal law.

11. All signs, posters and advertisements must be presented to the Managing Agent for approval prior to posting. Only those items which, in the opinion of the Managing Agent, contribute to the overall well-being of the Project and its

owners and occupants will be considered. The Managing Agent shall post all items on the bulletin board in the lobby.

12. No shoes, slippers, welcome mats, etc., shall be left outside the entrance doors to apartments.

13. Furniture or other items placed in any public area is for use in that specific area and shall not be moved therefrom.

14. No solicitation or canvassing will be allowed on the premises at any time.

15. Children under the age of 14 must be accompanied by a responsible adult and must not be unattended in any common areas of the Project. This restriction shall not apply to the extent that it shall be in violation of any local, state or federal law.

#### D. LANAIS

1. Occupants shall be responsible for the care and maintenance of lanais which are included in their apartment.

2. Only appropriate furniture and small plants shall be placed or kept on the lanais. Any unsightly or disturbing items shall be removed at the request of the Managing Agent. All plants shall be placed in containers so as to prevent the dripping of water or soil onto other apartments.

3. Towels, bathroom apparel, brooms, mops, cartons or other unsightly objects shall not be placed on lanais so as to be seen anywhere outside the Project or from any other apartment within the Project.

4. No fires, barbecuing or any associated equipment such as hibachis or grills shall be permitted on any lanai at any time.

5. No articles of any kind, including cigarettes, matches, etc., shall be thrown from any lanai.

6. Care should be taken when cleaning lanais and window ledges to prevent water from dripping onto other lanais

or running down the exterior of the building and to prevent debris such as sweepings to filter down on the other areas of the Project.

7. Lanais are not to be used for storage of any kind at any time.

8. Birds shall not be fed on lanais or window ledges, nor shall any structure, plant or any item be placed or left on lanais or window ledges which might encourage the nesting of birds.

9. No awnings, shades, windbreaks, signs, signals, lettering, projections, antennas or similar devices shall be installed, inscribed, posted, erected or extended from any lanai.

#### E. NOISE AND DISTURBANCE

1. No objectionable or offensive activity creating any odor, noise or other discomfort shall be carried on or made in any unit or any public area which may annoy or interfere with the rights, comfort or convenience of other occupants.

2. Excessive noise of any kind at any time is strictly prohibited and should be reported to the Managing Agent.

3. All occupants and invitees using any public areas, including elevators, corridors, etc., within the premises shall keep noise to a minimum.

4. At all times, radios, TVs, stereos, tape recorders, musical instruments, etc., shall be played at volumes that will not disturb or annoy other occupants.

5. Every effort shall be made to keep doors from slamming.

6. Roller skates, skateboards, tricycles, bicycles and all other non-motorized vehicles shall not be ridden or operated anywhere in the Project, including all garage areas.

7. Noisy motorbikes or any noise device on vehicles shall not be operated in any part of the parking or garage area.

F. PARKING GARAGE

1. Safety to persons and property must be the primary consideration in operation of vehicles in the garage. The maximum speed limit is FIVE MILES PER HOUR. Extreme caution must be exercised to avoid injury to persons on foot. Caution is necessary at all times. Drivers are expected to observe common courtesy for the safety of all.

2. Absolutely no activity other than the parking of vehicles or the loading or unloading of household items shall take place at any time in the garage area.

3. No vehicle may be parked or left unattended in any driveway or area other than those designated for parking nor in such a manner so as to block or prevent access to any entrance or exit of the building.

4. Any damages caused to other vehicles, persons or property shall be the sole responsibility of the person causing the damage.

5. Automobiles and other motorized vehicles shall be centered in the parking space so as to prevent crowding of adjacent stalls or blocking of passages.

6. Parking stalls shall be for automobiles only.

7. Bicycles, surfboards and similar objects must be kept in their specially designated area(s). Access to the areas are by the garage ramp entrances only.

8. All motorized vehicles must be in operable condition and display current license plates.

9. No repair or washing of vehicles shall be allowed in the garage area or anywhere else in the Project.

10. Violators of any parking regulations will have their cars towed away at their own expense. The Association

reserves the right to remove any vehicle parked in an unauthorized place or manner at the expense of the driver or owner of said vehicle. If the violator is an occupant or invitee of an occupant, the occupant shall be held responsible for any towing charges and related costs. The Association or the Managing Agent is under no obligation to give notice of such removal due to violation of any parking regulations.

G. SWIMMING POOL, JACUZZI AND DECK AREA

1. No lifeguard is on duty at any time. Occupants and invitees shall use the swimming pool and jacuzzi at their own risk.

2. The pool area is for the exclusive use of occupants and their invitees. An occupant may have no more than two (2) invitees in the pool area at any given time unless prior approval is obtained from the Managing Agent for a larger number of invitees. Invitees must be accompanied by the occupant.

3. Persons having any skin disease or rash, inflamed eyes, nasal or ear discharge, bandages, open wounds or any communicable disease shall not enter the pool or jacuzzi.

4. All persons using the swimming pool or jacuzzi shall take a cleansing shower bath before entering the swimming pool.

5. Occupants and invitees under the age of 14 shall not be allowed in the pool enclosure area unless accompanied by a responsible adult. The responsible adult shall be at least 18 years of age. This restriction shall not apply to the extent that it shall be in violation of any local, state or federal law.

6. Occupants are completely responsible for their invitees and, regardless of age, shall not permit them to enter the pool enclosure if they are not competent swimmers, unless a



responsible adult accompanies them at all times. Except to the extent that it shall be in violation of any local, state or federal law, unsupervised children under the age of 14 (whether occupants or invitees) will be asked to leave.

7. No glass containers, tumblers or any other item made of glass shall be permitted in the pool, jacuzzi or deck areas.

8. No food, beverage, gum, etc., shall be allowed in the pool, jacuzzi or deck areas.

9. Toys, floatation mats or devices, snorkels, swim fins, diving gear or similar items shall not be permitted in the pool, jacuzzi or deck areas.

10. Radios and other electronic or mechanical sound reproduction devices may be used in the pool enclosure area, but only with earphones and only if the sound is inaudible to anyone but the user. Musical instruments of any kind are not to be played in the pool enclosure area.

11. All bobby pins, hair pins and similar objects must be removed before entering the pool or jacuzzi.

12. Horseplay, running, yelling, ball playing or other boisterous conduct shall not be permitted in the swimming pool enclosure.

13. Spitting, blowing of noses, etc., shall be strictly prohibited in the swimming pool and jacuzzi.

14. Excessive splashing of water other than that accompanying normal swimming shall not be permitted.

15. The safety equipment provided within the pool enclosure shall not be used for any other purpose.

16. Receptacles in the pool enclosure are to be used to dispose of unwanted articles.

17. All persons must dry themselves completely before leaving the pool enclosure.

18. Under no circumstances shall the swimming pool be used for conducting swimming lessons.

19. In the jacuzzi tub, the water level must be three inches above the highest jet on the sides of the tub for proper operating results. Remember that your body displaces a lot of water, so fill the tub to the proper depth before turning on the jacuzzi and entering the tub. Then, as the tub is operating, some water will invariably seep out through the closed drain. To prevent the water level from going too low, run some water during your jacuzzi bath. These instructions apply to the jacuzzis in the common areas as well as the jacuzzi which may be in an apartment.

#### H. SECURITY

1. Occupants and their guests shall not attempt to enter unauthorized areas either with keys, access cards or by any other means.

2. Doors from the building leading to the garage on the 3rd through the 10th floors should be closed at all times. Do not leave these doors open since this may allow unauthorized people to enter the building from the garage. Exit doors from the stairwells must also be kept closed at all times.

3. Occupants and invitees shall not allow tailgating through any secured areas by unauthorized persons. All persons must use their own keys and access cards. All invitees must check with Security.

4. Although the Project is provided with security, no security system provides absolute protection or constitutes a guarantee. Security is everyone's responsibility. Any occupant or invitee noticing anything unusual or anyone acting in a suspicious manner should contact Security immediately.

#### I. MOVE-IN, MOVE-OUT AND DELIVERIES

1. All moving-in, moving-out and household deliveries must be scheduled with the Managing Agent.

2. Hand-carry items may be brought into the building anytime between 7:00 a.m. and 10:00 p.m. without reserving the elevator but no more than two (2) items should be brought up at a time to allow elevator room for other occupants.

3. An occupant must be present to supervise the occupants' move and deliveries because Security or Managing Agent cannot sign for an occupant. An occupant must instruct the occupant's mover to call from the security desk as soon as it arrives. If the occupant does not have a phone service, the occupant must meet the movers at a pre-arranged time and place.

4. All moves, household or furniture deliveries must be done from the 3rd floor lobby.

5. The elevator must be reserved for specific time periods and for no more than two hours each time. Reservations are on a first-come, first-served basis and must be made at least three (3) days in advance.

6. The elevator will not be available for moves or deliveries on weekdays from 12:00 noon to 2:00 p.m. and from 5:00 p.m. to 6:00 p.m. This restriction does not apply on weekends and holidays. Moves and/or deliveries before 8:00 a.m. and after 10:00 p.m. are not permitted.

7. When an occupant has moved all of the occupant's belongings to the 3rd floor lobby (if the occupant is moving in) or when the occupant has packed everything (if the occupant is moving out) and the occupant is READY TO LOAD the elevator, the occupant should see Security at the ground floor lobby to secure an elevator. It is the occupant's responsibility to post a "reserved" sign on the elevator.

8. In order not to inconvenience other occupants and invitees, the elevator must not be kept locked needlessly. The elevator must not be secured until the occupant is ready to load (see paragraph 7 above) and Security must be notified if the occupant leaves the building. The elevator must be brought

down to the ground floor lobby and Security notified when the move or delivery is complete.

9. A vehicle together with its load must not be over 6'5" in height, otherwise the vehicle will not be able to enter the parking garage above the ramp. For vehicles together with loads over 6'5" in height, limited parking is available on a first-come, first-served basis in the loading area located on the 2nd floor landing area (before the ramp leading to the parking gates on the 3rd floor). However, parking is prohibited at all times in the area designated as Longs Drugs. Vehicles parked anywhere on the Longs Drugs ramp will be towed away.

#### J. MAIL

1. The mailroom is located on the ground floor lobby at the bottom of the Bishop Street escalators. Oversized mail must be placed in one of the postal boxes. The key to the postal box will be in the occupants' mailbox.

2. Occupants should check their mailbox daily or have someone collect their mail for them when they are out of town. According to the postal service, uncollected mail will be taken back to the post office and held there for about ten days before they are returned to the sender.

3. For the convenience of occupants, but only with the SIGNED authorization of an occupant, the Managing Agent will accept UPS, Federal Express and post office package deliveries for the occupant. The Managing Agent will not accept C.O.D.'s or registered mail or deliveries other than the above-mentioned and will only hold packages for a 24-hour period. The authorization form can be obtained at the Managing Agent's office. Neither the Association nor the Managing Agent will be held responsible for lost or misplaced packages.

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K. INVITEES

1. Security must have an occupant's approval to send visitors to the occupant's floor. Therefore, when an occupant is expecting visitors or light deliveries (pizza, legal papers, flowers, etc.), the occupant should pre-approve their visit by registering them with Security at 539-3080.

2. If an occupant's invitee is unexpected or is not registered, Security will call the occupant for approval. If Security's call is unanswered, or if for some reason Security is not able to contact the occupant (i.e., the occupant does not have a phone or the occupant's number is not listed with Security), the visitor will not be allowed to go up to the occupant's apartment. Security will not go to an occupant's apartment to contact the occupant in person, except when the nature of the visit is an emergency.

3. After 11:00 p.m., no occupant will be contacted by anyone from the security desk. Invitees must call the occupant from outside of the Project. The occupant must then phone Security to notify Security of the occupant's invitees.

4. An occupant may authorize Security in writing to let the occupant's regular invitees up to the occupant's floor at any time. Authorization forms are available at the Managing Agent's office.

5. When invitees are staying with an occupant in the occupant's apartment, the occupant must register the invitees with the Managing Agent for identification purposes.

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# EXECUTIVE CENTRE

OWNER'S GUIDE

*Prepared by:*

FACILITIES MANAGEMENT & SALES, LLC

*Telephone: (808)539-3048*

*Facsimile: (808)539-3188*

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# WELCOME TO EXECUTIVE CENTRE

We are pleased to welcome you to Executive Centre, Downtown Honolulu's most prestigious address.

This Owner's Guide is provided to familiarize you with your new home at Executive Centre before you take occupancy, and to serve as a convenient reference in the future. The Guide includes apartment information, building safety, security, services, and House Rules. It also includes important move-in instructions. Please read all of the material in the Guide before you move in.

Information in the Owner's Guide is current as of January 1, 2001. As new or updated information is provided by your Building Management, pages can easily be added.

It is our hope that this Guide helps you settle into the comforts of Executive Centre and allows you to enjoy your new home to the fullest.



# PROJECT SUMMARY

Name: Executive Centre

Address: 1088 Bishop Street  
Honolulu, HI 96813

Tax Map Key: (1)2-012-004

Land Tenure: Leasehold

Residential Units: 511 Units Total including:  
466 Mixed-Use Units  
33 Townhome Units  
1 Penthouse Unit

Commercial Units: 11

Parking Stalls: 864 Stalls Total

Developer: MKS Executive Partners

Attorney: Kenneth K. P. Wong

Escrow Agent: Title Guaranty Escrow Services, Inc.

Sales Broker: Facilities Management and Sales, LLC

Managing Agent: Facilities Management and Sales, LLC

# BUILDING INFORMATION

## IMPORTANT PHONE NUMBERS

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AOAO Coordinator: (808)539-3045  
Property Manager: (808)539-3048  
Security: (808)539-3080

Emergency: Dial "911" for Police,  
Fire, or Ambulance

## BUILDING MANAGEMENT

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Facilities Management and Sales, LLC, is the Managing Agent for Executive Centre, and operates under the direction of the Association of Apartment Owners Board of Directors.

The building has a Management office, which is responsible for all matters concerning the operation of the building and grounds.

The Management office is located in the Lobby of the building. All questions relating to building operations should be directed to the Management office.

The office is open Monday through Friday, from 8:30 a.m. to 5:30 p.m., except holidays. After hours and holidays Security will handle routine matters.

## INSURANCE

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Executive Centre Association of Apartment Owners carries master policies for property and liability insurance through Monarch Insurance Services, Inc.

To protect your personal property and custom furnishings and fixtures, and to provide personal liability protection not covered in the master policies, apartment owners should obtain individual insurance policies prior to moving in. One method of protection is a Condominium Owner's Home Owner Policy.

# BEFORE YOU MOVE IN . . .

## MOVE-IN PROCEDURES

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Security will assist you with your move-in.

Before your move-in date, you should pick up your keys, security access cardkeys, and other materials from the Management office. Do not try to do this on the same day as your move.

All moving should be done through the 3rd floor common area. Hand-carried items may be brought into the building any time between 7:00 a.m. and 10:00 p.m. However, for the safety and convenience of fellow residents, no more than two (2) items at a time should be brought into the elevators.

For moving large loads, elevator time must be reserved, **IN PERSON**, with the Security Desk in the Executive Centre Lobby and may be for a period of no more than two (2) hours.

The elevators are available for reservation:

**WEEKDAYS:**

9:00 a.m. to 10:00 p.m. with the following exceptions:

Not available 12:00 p.m. - 1:00 p.m.

Not available 5:00 p.m. - 6:00 p.m.

**SATURDAY / SUNDAY:**

7:00 a.m. to 10:00 p.m.

On the day of your move, park your vehicle in one of the unreserved/visitor parking stalls closest to the glass door entrance on the third floor. Unload your belongings and proceed to the Security Desk in the Lobby to secure your elevator. Validation for moving vehicles can be secured by taking your parking entry ticket to the Security desk.

The maximum height clearance for vehicles is 6'2". Oversized vehicles are not able to enter the garage past the 2nd floor landing by the dumpsters. Oversized moving trucks unloading from this area are prohibited from blocking Longs designated parking space.

After moving, please break down any large boxes and deposit them directly into the dumpsters on the 2nd floor parking ramp.

## OCCUPANT / OWNER INFORMATION

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Please complete and return the Occupant / Owner Information form to the Building Manager's office as soon as possible after receiving this booklet. It is important that management has this information to keep apprised of authorized occupant/personnel and emergency contacts. Such information will be held in strict confidence.

The occupant/owner information form should be kept current at all times. Please advise us of any changes.

**EXECUTIVE CENTRE  
OCCUPANT / OWNER INFORMATION FORM**

<i>APARTMENT OWNER(S)</i>			
Name(s):		Home Phone:	
Address:		Business Phone:	
<i>APARTMENT AGENT (IF APPLICABLE)</i>			
Name / Company:		Business Phone:	
Address:		Other Phone:	
<i>APARTMENT OCCUPANT(S)</i>			
Total Occupants:		Apartment Phone:	
Name 1:		Business Phone:	
Name 2:		Business Phone:	
Name 3:		Business Phone:	
<i>PARKING INFORMATION</i>			
Parking Stall Number:		Floor:	
Parking Stall Number:		Floor:	
Auto Make:	Model/Yr:	Color:	License:
Auto Make:	Model/Yr:	Color:	License:
<i>EMERGENCY INFORMATION</i>			
In Case Of Emergency Contact:		Phone:	
Doctor:		Phone:	

I/We hereby acknowledge that I/we have received and read a copy of the House Rules and Bylaws and agree to comply with same. I/We understand that violation of the House Rules and/or Bylaws shall give the Board of Directors the authority to take appropriate action, including but not limited to legal proceedings, for remedy. I/We understand that IN CASE OF ANY EMERGENCY, the Building Manager, Managing Agent, or any other person authorized by the Board of Directors is granted immediate right of entry, whether the occupant or owner is present at the time or not.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

# SAFETY AND EMERGENCY PROCEDURES

## FIRE SAFETY

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Upon moving in, every resident should take time to walk through the building and grounds to become familiar with the fire exits and alarm pull station. Dial "911" in case of fire, or other emergencies requiring the Fire Department, Police or Ambulance. If there is a fire in your apartment call "911" first and then contact Building Security at 539-3080.

The Executive Centre is made up of two towers identified as the Residential and the Parking Tower. These buildings are constructed of reinforced concrete, and fire protection is provided by a pressurized sprinkler system, with smoke detectors in each unit, mechanical rooms, and at other critical points. In addition, manually operated fire alarm pull stations are located throughout the building on all floors.

Activation of any one of three fire alert systems: manual pull fire alarms, sprinkler heads, or smoke detectors, will activate the following:

Illumination of the appropriate indicator on the system control panel at security, and the fire alarm bells to sound. Security will immediately call the Fire Department.

The elevators will stop incline and return to the Lobby where they will remain with their doors open.

The fans in the smoke-proof fire exit stairwells will start to provide an exhaust for any smoke which may be in the stairwells and at the same time, provide fresh air of a sufficient quantity to the stairwells.

Please do not prop the door leading into the exit stairwell in an open position. This will cause loss of stairwell pressurization and consequently permit entry of smoke, heat and gas emissions.

In the event of a fire, do not panic. Remain calm and use common sense at all times.

Do not attempt to use the elevators. When the fire alarm is activated, the elevators will not respond to hall calls. Consequently, you must evacuate the floor using the stairwell exit.

There are two emergency exits on each floor. Know the location and most direct route to your closest exit. There is no exit from the stairwells to the roof; therefore, you must proceed to the lobby when you enter the fire exit stairwells.

## FIRE SAFETY (cont.)

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Please do not allow paper and other combustible products to accumulate in your unit, and do not store any solvents, duplication fluids, or other combustibles in your unit.

Keep electrical appliances and equipment in good repair. Report unsafe conditions involving the building's electrical system to the Management Office.

When furnishing your apartment, consider the fire potential of materials used, such as overstuffed chairs, settees, couches, etc., or anything that could become combustible. All furnishings should be fire resistant. Be sure to avoid the use of large quantities of plastic products.

## POWER FAILURE

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Power failure sufficient to leave this building completely without power would be the result of a major system failure and the possibility of rapid restoration of primary electrical services is unlikely.

Executive Centre has an emergency diesel-powered generator which will automatically start upon power failure. This will provide electrical power to the fire alarm system, the lobby area, and selected lighting on each floor, including the fire escape stairwells. In addition, it will provide power to certain elevators. In the event of a power failure there will be insufficient electrical power to operate your unit electricity, the air conditioning system, or the house pumps. Water will not be available above the 12th floor.

During the period electrical power is off, it is important to leave your refrigerator door closed to retain interior temperature as long as possible.

## OTHER EMERGENCIES

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For other emergencies and civil defense related matters, you should refer to your telephone directory, keeping in mind the building evacuation plan described in the "FIRE PLAN" Section. REMEMBER, 911.

# UTILITIES

## ELECTRICITY

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1. Electricity for the common areas of the property are included in the maintenance fee for all units.
2. All units are separately metered, owners are billed for their unit's electrical consumption.
3. Townhome residents are billed directly by Hawaiian Electric. Townhome owners will need to establish electric service by calling Hawaiian Electric Company's Customer Service Department at 548-7311.

Lead Time: Allow at least one week for service set-up  
Costs: A deposit and transfer fee will be charged by Hawaiian Electric Co. Call the above number for current rates.

## TELEPHONE SERVICE

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You will need to establish telephone service for your condominium or townhome by calling Verizon (formerly GTE Hawaiian Telephone's) Customer Service Department at 643-3456.

Lead Time: Allow at least a week for service start-up.  
Costs: A deposit and installation fee will be charged by Verizon.

## CABLE TELEVISION SERVICE

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Oceanic Cable provides basic cable television service to each apartment. The cost of this service is included in your monthly maintenance fee.

Owners wishing to subscribe to premium channels will need to make arrangements with Oceanic Cable at 625-8100. Charges for premium channels will be billed directly to you by Oceanic Cable.

If you are experiencing any problems with, or have any questions about your cable service, you can reach OCEANIC CABLE at the telephone numbers listed below.

Service: 625-8100  
Repair Service: 625-8200  
System Status: 625-8282



CENTRAL AIR CONDITIONING & ENERGY SYSTEMS (except Townhomes)

One of the many features at Executive Centre is central air conditioning. The cost for central air conditioning maintenance is included in the regular monthly maintenance fees. *However, filters and repairs to each fan coil unit in your apartment are at the owners expense.* It is recommended that the air conditioning filters be changed on a semi-annual basis.

Plumbing and mechanical systems such as heat pumps are integrated to provide economies in the production of hot water for all residences.

# OWNER / OCCUPANT INFORMATION

## KEYS & ACCESS CARDS

Residents are issued two (2) unit keys, two (2) mailbox keys, two (2) building access cardkeys. One (1) parking cardkey per parking stall through APCOA. Owners may duplicate unit and mailbox keys at their own expense.

## BUILDING ACCESS CARDKEYS

Use your building access cardkey to:

- Enter from the garage into the building on floors 3-10.
- Enter the 11th Floor Townhome and pool area.
- Access Floors 13-30.

Additional building access cardkeys may be obtained at the Management Office for a charge of \$25.00 per cardkey.

## PARKING CARDKEYS

Parking cardkeys are used for automobile access to enter and exit the parking structure. Entrance and exit from the parking garage must be done in sequence (i.e. enter, exit, enter, exit...). This access is computerized; therefore, attempting to enter or exit out of sequence (i.e. enter, enter or exit, exit), will cause the parking cardkey to stop working.

For further information regarding parking access and guest parking, please call the APCOA office at 532-2674.

## LOCK-OUTS

### Owner Lock-Outs

*All keys turned over to Owners*

If you are locked out of your apartment, and are on the building master lock system, you may be let back in for a fee. Report to the following departments for entry:

*Relite*

Monday through Friday, 8:30 a.m. to -5:30 p.m.  
Lobby Property Management office, AOA/O Coordinator.  
\$10.00 Lock-out fee

Weekends, After Hours and Holidays  
Security  
\$25.00 Lock-out fee

You must be able to identify yourself with a picture I.D., such as a Driver's license.

### Tenant Lock-Outs

If you are an owner on the building master lock system, and want your tenant to be let in if they are locked-out:

1. Register your tenant by filling out the Owner / Occupant form.
2. Complete and submit the Tenant Lock-out Form.

*Dele Li*

EXECUTIVE CENTRE  
TENANT LOCK-OUT FORM

TO: PROPERTY MANAGEMENT &  
SECURITY STAFF

FROM: Owner Name(s): \_\_\_\_\_

Unit No.: \_\_\_\_\_

DATE: \_\_\_\_\_

I have rented my apartment to the following tenants. If any of these tenants are locked-out, I give my permission to Management and Security to allow them back into the apartment.

Tenant Name: \_\_\_\_\_ Apartment Phone: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone (Other): \_\_\_\_\_

Lock-out Guidelines

- 1. Apartment must be on the building master lock system.
- 2. The apartment owner is responsible to keep all tenant and lock-out registrations current. Management is not liable for any problems resulting from dated information.
- 3. Lock-out Charges are as follows:

Monday through Friday, 8:30 a.m. to -5:30 p.m.  
Lobby Property Management office, AOAQ Coordinator.  
\$10.00 Lock-out fee

Weekends, After Hours and Holidays  
Security  
\$25.00 Lock-out fee

- 4. The apartment owner is responsible to pay for any outstanding lock-out charges not paid by the tenant
- 5. Tenant must present picture identification to Management or Security, such as a Driver's License, before being allowed entry to the apartment. Tenant will not be allowed entry if they do not present proper I.D.

By signing below, I acknowledge that I have read, and agree to, the tenant Lock-out Guidelines. In addition, I will inform my tenant(s) of these guidelines. I agree that it is my responsibility to keep this list current at all times. Should I wish to add or delete tenants, I will provide an updated form to the project Coordinator.

\_\_\_\_\_  
(Owner Signature)

\_\_\_\_\_  
(Date)

## TRASH DISPOSAL

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All trash deposited in the trash rooms (except for dry paper) should be wrapped or secured in plastic bags. No bulky or flammable objects or materials should be placed in the trash rooms.

Trash rooms are located on each floor from 13 to 30, and additionally in the following locations:

- 2nd Floor: The trash room is located directly across from the elevators.
- 3rd to 10th Floors: The trash rooms are located on every floor in the parking structure just Ewa/Mauka of the building access doors. Each door is labeled "TRASH ROOM"
- 11th & 12th Floors: The trash room is located on the left side as you enter the townhome area through the double doors.

## MAINTENANCE / JANITORIAL SERVICE

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Maintenance and janitorial service is provided for all common areas. Please direct any requests, comments, or complaints regarding such service to the Building Services Coordinator.

Maintenance and janitorial service for each unit is the responsibility of the respective owner or occupant.

## MAILROOM

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The mailroom is located in the lobby at the bottom of the Bishop Street escalators. Oversized mail will be placed in one of the postal boxes. The key to the postal box will be in your mailbox.

Check your mailbox daily or have someone collect your mail for you when you are out of town. According to Post Office policy, mail will be taken back to the post office and held there for approximately ten days before mail is returned to the sender.

For your convenience, and only with your **signed authorization**, the Management Office will accept UPS, Federal Express, DHL and Post Office package deliveries for you. Unfortunately, the Management Office cannot accept C.O.D.'s, registered mail, or deliveries other than the above-mentioned, and will only hold packages for a 24 hour period. See enclosed Authorization Form.

The Management Office will not be held responsible for any lost or misplaced packages.

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EXECUTIVE CENTRE  
AUTHORIZATION TO ACCEPT PARCEL PACKAGES

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TO: EXECUTIVE CENTRE MANAGEMENT OFFICE

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

UNIT NO.: \_\_\_\_\_

I authorize the Executive Centre Management Office to accept, on my behalf, any packages from DHL, Federal Express, UPS, or the United States Postal Service.

I understand that the Executive Centre Management Office and its employees will not be held responsible for any damage to or loss of items delivered by the above carriers

I also understand that Executive Centre Management Office may return any delivery held for more than 24 hours without my response.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## LAUNDRY ROOM

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The Laundry Room is located on the third floor in Unit 304. This facility is for your convenience and is open 24 hours a day. Machines are available on a first-come, first-served basis.

Each wash load costs	\$1.00
Each dryer load costs	\$ .75 (45 minutes)

Executive Centre Management will not be held responsible for missing laundry. Please monitor your wash and remove loads promptly to avoid inconvenience to others, or the possible loss of your laundry.

NOTE: Please report machine malfunction or any unsightly or unusual conditions to the Management Office.

## PETS

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Pets are not permitted, as outlined in the House Rules, Page 2, Sections B, #4.

4. No animals whatsoever shall be allowed or kept in an apartment or in any part of the Project; provided, however, that this prohibition shall not apply to the extent that it shall be in violation of any local, state or federal law.

## PARKING

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Visitor parking is provided within the parking garage and is charged at a rate of \$3.00 per half-hour or portion thereof. Validation stickers can be purchased through APCOA. For further information please call APCOA at 532-2674.

## RECREATION & LOUNGE AREAS

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Executive Centre provides the following facilities for your enjoyment. Contact the Management Office for information regarding these facilities and for reservation and charges, if applicable.

### GENERAL INFORMATION

#### Pool, Jacuzzi and Deck Area, 11th Floor:

Open from 7:00 a.m. to 9:00 p.m. Enter this area with your Building Access Cardkey.

#### Clubroom, 11th Floor:

The Clubroom is available for individual resident use on a first-come, first-serve basis. For small parties (maximum of ten people), a deposit is required. Contact the Management office for more information.

## VISITORS & GUESTS

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As per the House Rules, Section K. INVITEES

1. Security must have an occupant's approval to send visitors to the occupant's floor. Therefore, when an occupant is expecting visitors or light deliveries (pizza, legal papers, flowers, etc.), the occupant should pre-approve their visit by registering them with Security at 539-3080.
2. If an occupant's invitee is unexpected or is not registered, Security will call the occupant for approval. If Security's call is unanswered, or if for some reason Security is not able to contact the occupant (i.e., the occupant does not have a phone or the occupant's number is not listed with Security), the visitor will not be allowed to go up to the occupant's apartment. Security will not go to an occupant's apartment to contact the occupant in person, except when the nature of the visit is an emergency.
3. After 11:00 p.m., no occupant will be contacted by anyone from the Security desk. Invitees must call the occupant from outside of the Project. The occupant must then phone Security to notify Security of the occupant's invitees.
4. An occupant may authorize Security in writing to let the occupant's regular invitees up to the occupant's floor at any time. Authorization forms are available at the Managing Agent's office.
5. When invitees are staying with an occupant in the occupant's apartment, the occupant must register the invitees with the Managing Agent for identification purposes.

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**EXECUTIVE CENTRE  
GUEST ACCESS AUTHORIZATION FORM**

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TO: EXECUTIVE CENTRE SECURITY

FROM: Occupant Name(s): \_\_\_\_\_  
 Unit No.: \_\_\_\_\_

DATE: \_\_\_\_\_

Listed below are guests who regularly visit me. Please allow them access to my floor at any time during normal visiting hours, 7:00 a.m. through 11:00 p.m.

GUEST NAMES (Please Print)
1. _____
2. _____
3. _____
4. _____
5. _____
GUEST ACCESS GUIDELINES
<ol style="list-style-type: none"> <li>1. Guests must provide Security with picture Identification upon request, such as a driver's license.</li> <li>2. Security will not call Occupant upon visitor arrival, and will provide guest with direct access to Occupant's floor.</li> <li>3. Guest will not be allowed access to Occupant's floor from 11:00 p.m. through 7:00 a.m. Guests are responsible to contact Occupant from outside the Project during these hours.</li> </ol>

By signing below, I acknowledge that I have read, and agree to the above Guest Access Guidelines, and will inform my guest of the guidelines. I also agree that it is my responsibility to keep this list current. Should I wish to delete or add guests I should provide an updated form to the project Coordinator.

\_\_\_\_\_  
 (Occupant Signature)

\_\_\_\_\_  
 (Date)



# RENOVATIONS & CONSTRUCTION WORK

## PROCEDURES FOR SCHEDULING RENOVATION & CONSTRUCTION WORK

As per the guidelines in the FIRST AMENDMENT AND RESTATEMENT OF DECLARATION OF CONDOMINIUM PROPERTY REGIME OF EXECUTIVE CENTRE, Section P. ALTERATION OF PROJECT, paragraphs 2 and 3.

2. Any alterations or additions solely within an apartment (other than a Parking Unit) or within a limited common element appurtenant to and for the exclusive use of an apartment may be undertaken by apartment owners only pursuant to the approval thereof, including the plans therefore, by Owner, the holders of mortgages affecting such apartment, the Board, and the owners of the apartments to which alterations and additions are to be made. Alterations or additions to a Commercial Unit may include construction of a mezzanine, provided that such mezzanine will not be in violation of or cause the Project to be in violation of any applicable governmental laws or regulations. Upon completion of such alterations or additions the owners of the apartments in question shall duly record and file of record an amendment to this Declaration together with the approved plans showing only such alterations or additions within an apartment space or within a limited common element as aforesaid. Such amendment to this Declaration need only be executed by Owner, the owners of the apartments in question and such owners' mortgagees. Alteration to the doors and perimeter wall of a room of an area which is a limited common element appurtenant to and for the exclusive use of an apartment may also be undertaken pursuant to and in accordance with the provision of this paragraph.

3. An apartment owner owning adjoining Bishop tower Apartments on any of the thirteenth (13th) through fortieth (40th) floors, which adjoining Bishop tower Apartments bear apartment numbers ending with 05 and 06 or 07 and 08, may alter or remove the party walls separating such apartments (notwithstanding that such party walls may be common elements), provided that the finish of the party walls then remaining shall be restored to a condition substantially comparable to that of the party walls prior to such alteration; and upon the termination of the common ownership of such adjoining apartments which have been altered as aforesaid, the owners of such apartments shall be obligated to restore such party walls which have been altered or removed to substantially the condition in which the same existed prior to such alteration or removal, and further, if such adjoining apartments which have been altered as aforesaid shall remain in common ownership, the owner thereof may at any time restore such party walls to a condition substantially comparable to the party walls prior to such alteration. All such alterations, removal or restorations, including the plans thereof which shall be prepared by a licensed, registered architect, shall be subject only to the approval of

## PROCEDURES FOR SCHEDULING RENOVATION & CONSTRUCTION WORK

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(cont.)

the holders of mortgages affecting such apartments, Owner, the Board, and the owners of such adjoining apartments; and upon completion of such alteration, removal or restoration the owners of such adjoining apartments shall duly record and file of record an amendment to this Declaration, together with the approved plans showing only such alteration, removal or restoration, in said Office of the Registrar and said Bureau of Conveyances, which amendment need only be executed by Owner, the owners of such adjoining apartments and their mortgagees.

**Additionally, please have each contractor hired to work in your apartment read and sign a copy of the Executive Centre Contractors Code of Conduct form. This form should be provided to each contractor and each laborer and should be posted within the apartment(s) of said renovation or construction.**

## CONTRACTORS CODE OF CONDUCT

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1. Please do not loiter or conduct meetings in the lobby area. Ask for directions from the owner to the unit you are working in before arriving to start work.
2. Please do not use the lobby house phones for outside calls. Ask the unit owner to use their phones or use the payphones in the lobby.
3. Please keep all tools and equipment within the unit you are working in. Debris, tools and equipment in the hallways are a hazard to the residents.
4. Please do not eat in the hallways, lobby or public areas.
5. Call Security at 539-3080 to register your vehicle, and park only in the area designated to you by Security. If you do not register with Security your vehicle is subject to tow at your expense.
6. Please be polite and courteous to all guests and residents on the Executive Centre property.
7. Please do not litter in the elevators or hallways. All waste and construction debris should be disposed of off property.
8. Please use the restroom within the unit you are working on. If your work makes the restroom in this unit unusable, please request the use of alternate facilities from the sales office located on the Lobby level.
9. Please wear appropriate attire at all times. (Shirt, pants/shorts, shoes)
10. All public areas within Executive Centre have a no smoking policy. If you smoke, please do so only within the unit you are working in, or outside the building in the mall area. Please do not use the parking garage or the stairwells as a smoking area.
11. Please utilize the stairwell whenever reasonably possible.

**BY SIGNING THIS AGREEMENT, I AND THE EMPLOYEES OF MY COMPANY FULLY UNDERSTAND AND AGREE TO THIS CODE OF CONDUCT.**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY NAME)